



MTSU INTERNATIONAL FACULTY DEVELOPMENT GRANT

International Affairs, Peck Hall 216

Phone: (615) 904-8190

Campus Mail: Box 120 Email: international@mtsu.edu

Grant applications are reviewed by the Vice Provost for International Affairs (VPIA). **Budget requests may not be fully funded.**

Option 1: This is seed funding for faculty members to develop new international opportunities for students. This is designed to create new education abroad opportunities through international travel or participation in faculty development opportunities, such as CIEE international faculty development seminars (<http://ciee.org/IFDS.aspx>), which help faculty develop new international components in an existing course or develop a new course. Faculty will submit a post-activity report to the VPIA within 45 days of the end of the activity and a new study abroad program proposal within 90 days of the end of the activity. Upon approval, faculty members will be expected to lead the program abroad at least twice within four years.

Option 2: The purpose is to bring greater internationalization to courses in the General Education curriculum and into core courses in academic majors. This can be achieved through various types of activities in which faculty are taught how to bring international content into courses. For example: workshops, professional conferences, university visits, webinars, etc. Faculty will submit a revised syllabus within 45 days of the end of the activity and, if approved, will be expected to teach the course at least twice within three years. Faculty can receive funding for reassigned time during the semester a course is being revised and/or program developed.

Name:

MTSU ID# (M number):

Primary phone:

MTSU email: @mtmail.mtsu.edu

MTSU College/School:

MTSU Department:

Rank:

Status at time of application (i.e. active or retired/emeritus):

Name of Conference/Workshop/Seminar/Project (if applicable):

Host University (if applicable):

Date/Duration of Activity:

City/Country (cities/countries):

Have you ever received an international faculty development grant from MTSU before? Yes No
If so, when and where?

Emergency Contact Name:

Primary phone:

Email:



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Total Projected Expenses (please convert to US Dollars*)

Registration: \$ _____ (this can be paid in advance for you)

Lodging Per Night: \$ _____ X number of nights = Lodging Total \$ _____ (reimbursement only)

Airfare: \$ _____ (this can be paid in advance for you, if using a University Travel Agency)

Ground Transportation: \$ _____ (reimbursement only)

Meals: \$ _____ (reimbursement only)

Other Expenses \$ _____ (reimbursement only)

Total Projected Cost of Trip: \$ _____

*Please include copy of exchange rate convertor used and date of conversion (Example: <http://www.oanda.com/convert/classic>)

Other Funding Sources:

Source: _____ Amount \$: _____

Source: _____ Amount \$: _____

Source: _____ Amount \$: _____

Please Attach:

- Letters of support from dean and department chair
- Explanation of how MTSU faculty members and/or students will benefit from faculty member participation in grant funded activity
- Abbreviated copy of CV
- An unsigned draft of a completed Travel Authorization form

Faculty members should submit all materials to:
International Affairs, Peck Hall 216, Box 120

CRITERIA FOR ALLOCATION/SELECTION OF GRANT FUNDS:

1. Complete Application Package (If applicable, include: detailed itinerary, informative brochure of the proposed conference, seminars, workshop etc.)
2. Quality of narrative submitted by the faculty member.
3. Quality of the letter of support from dean and department chair.
4. **Preference will be given to those who demonstrate matching funds/support (either internal or external).**
5. Grant recipients must submit a completed Travel Authorization form 30 days before travel.
http://www.mtsu.edu/accountingsvc/docs/MTSUTravelAuthorizationIndividual_20110824.pdf
6. In order to receive any reimbursable expenses a Travel Expenses Claim form must be submitted after the activity.
<http://www.mtsu.edu/boffice/forms.shtml#as>
The travel claim requires ORIGINAL RECEIPTS for all expenses. All documentation of the activity must be submitted with the travel claim upon completion of travel before funds will be dispersed. Claims for reimbursement for travel expenses should be submitted **no later than thirty (30) days after completion of the travel.**
7. Approval must be obtained prior to travel. *Approval will not be granted after travel is completed.*
8. ***Budget requests may not be fully funded.***



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Applicant Signature _____ Date _____

Application/Decision Timeline is as follows:

Apply by November 1, 2011	Decision by December 1, 2011	Travel completed by: June 30, 2012
Apply by December 1, 2011	Decision by March 1, 2012	Travel completed by: August 31, 2012
Apply by March 1, 2012	Decision by May 1, 2012	Travel completed by: August 31, 2012

VPIA Signature _____ Date _____

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<p>Office Use Only: Date submitted: ____/____/_____ w/ Original Signatures: Y N TA submitted: ____/____/_____ Travel completed by: ____/____/_____</p>	<p>Travel Claim submitted: ____/____/_____ Post-travel report/proposal/syllabus received by: ____/____/_____ New program approved: ____/____/_____ New course approved: ____/____/_____</p>
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